

**State of Hawaii  
Department of Public Safety  
Intake Service Center Division**

**Request for Proposals  
RFP No. : PSD 08-ISCD-07**

**Independent Housing for Pretrial  
Defendants on Oahu**

**Date Issued: October 3, 2007**

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

## **REQUEST FOR PROPOSALS**

### **INDEPENDENT HOUSING FOR PRETRIAL DEFENDANTS ON OAHU RFP No. PSD 08-ISCD-07**

The Department of Public Safety, Intake Service Center Division, is requesting proposals from qualified applicants to provide separate Independent Housing for pretrial male and female defendants detained at Oahu Community Correctional Center. The initial contract term will be for a 24 month period, tentative start date December 1, 2007, with the option to extend for one additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the provider and prior written mutual consent. Multiple contracts maybe awarded under this request for proposals.

Defendants in need of Independent Housing will be pretrial male and female defendants who are not likely to pose a flight risk to public safety if released, and will appear for Court hearings, but who are homeless or do not have an acceptable home placement and have few programming needs. Independent Housing is intended as temporary housing until the defendant obtains employment or stable income, and appropriate stable housing.

A non-mandatory orientation meeting will be conducted on October 10, 2007 at 919 Ala Moana Boulevard, Room 404, Honolulu, Hawaii starting promptly at 10:30 am, HST and ending on 11:30 am, HST. The deadline for submission of written questions is 4:30 p.m. HST on October 12, 2007. All written questions will receive a written response from the State on or about October 19, 2007.

Proposals shall be mailed, postmarked by the United States Postal Service on or before November 2, 2007, and received no later than 10 calendar days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on November 2, 2007, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, telephone: (808) 587-1215, fax: (808) 587-1244 or e-mail at [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov).

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## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

<b>NUMBER OF COPIES TO BE SUBMITTED: 4</b>
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**DATE: November 2, 2007**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN, **November 2, 2007** and received by the state purchasing agency no later than **10 calendar days** from the submittal deadline.

### **All Mail-ins**

Department of Public Safety  
Planning, Programming & Budget  
Office—Purchasing & Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

### **DOH RFP COORDINATOR**

For further info. or inquiries  
Marc Yamamoto  
Phone: 587-1215  
Fax: 587-1244

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), November 2, 2007**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **November 2, 2007**.

### **Drop-off Site**

#### **Oahu:**

Department of Public Safety  
Planning, Programming & Budget  
Office—Purchasing & Contracts  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	October 3, 2007
Distribution of RFP	October 3, 2007
RFP orientation session	October 10, 2007
Closing date for submission of written questions for written responses	October 12, 2007
State purchasing agency's response to applicants' written questions	October 19, 2007
Discussions with applicant prior to proposal submittal deadline (optional)	October 15 - 19, 2007
Proposal submittal deadline	November 2, 2007
Discussions with applicant after proposal submittal deadline (optional)	November 5 – 9, 2007
Final revised proposals (optional)	November 14, 2007
Proposal evaluation period	November 5 – 19, 2007
Provider selection	November 19, 2007
Notice of statement of findings and decision	November 21, 2007
Contract start date	December 1, 2007 or the commencement date on the Notice to Proceed.

## II. Website Reference

The State Procurement Office (SPO) website is [www.spo.hawaii.gov](http://www.spo.hawaii.gov)

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at [www.hawaii.gov](http://www.hawaii.gov))

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://www.hawaii.gov/tax/">http://www.hawaii.gov/tax/</a> click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://www.capitol.hawaii.gov/">http://www.capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://www.hawaii.gov/dcca">http://www.hawaii.gov/dcca</a> click "Business Registration"
11	Campaign Spending Commission	<a href="http://www.hawaii.gov/campaign">www.hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

## IV. RFP Organization

This RFP is organized into five sections:



**Section 1, Administrative Overview**--Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications**--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions**--Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation**--Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments** --Provides applicants with information and forms necessary to complete the application.

## **V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Mr. Wendell Murakawa, Intake Service Center Division  
Administrator**

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Department of **Public Safety**  
**919 Ala Moana Boulevard, Room 401**  
**Honolulu, Hawaii 96814**

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Phone	Fax:
(808) <u><b>587-1260</b></u>	(808) <u><b>587-2568</b></u>

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## **VI. Orientation**

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** **October 10, 2007** **Time:** **10:30 am HST**

**Location:** **Department of Public Safety**  
**Planning, Programming & Budget Office—Purchasing & Contracts**  
**919 Ala Moana Boulevard, Room 404**  
**Honolulu, Hawaii 96814**

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Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation

and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions).

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** October 12, 2007 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

**Date:** October 19, 2007

## **VIII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)**  
- Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application

Instructions, including a cost proposal/budget if required.  
(Refer to Section 3 of this RFP.)

- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations

unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)
- G. Confidential Information –** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

- H. Proposal Submittal –** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
  - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  - If hand delivered, received after the designated date and time.
- The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries

and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail are not permitted.

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably inclined to being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **X. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If

a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

#### **XIV. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

#### **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

#### **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

#### **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and compliance with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)

- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Clayton A. Frank	Name: May Kawawaki Price
Title: Interim Director	Title: Administrative Services Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: same as above	Business Address: same as above

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XXI. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXII. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

**Insurance Requirements.** The PROVIDER shall obtain from a company authorized by law to issue such insurance in the State of Hawai'i commercial general liability insurance ("liability insurance") in an amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage for bodily injury and property damage resulting from the PROVIDER's performance under this Contract. The PROVIDER shall maintain in effect this liability insurance until the STATE certifies that the PROVIDER's work under the Contract has been completed satisfactorily.



The liability insurance shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the STATE by the PROVIDER. The certificate shall provide that the STATE and its officers and employees are Additional Insureds. The certificate shall provide that the coverages being certified will not be cancelled or materially changed without giving the STATE at least 30 days prior written notice by registered mail.

Should the “liability insurance” coverages be cancelled before the PROVIDER’s work under the Contract is certified by the STATE to have been completed satisfactorily, the PROVIDER shall immediately procure replacement insurance that complies in all respects with the requirements of this section.

Nothing in the insurance requirements of this Contract shall be construed as limiting the extent of PROVIDER’s responsibility for payment of damages resulting from its operations under this Contract, including the PROVIDER’s separate and independent duty to defend, indemnify, and hold the STATE and its officers and employees harmless pursuant to other provisions of this Contract.

### **XXIII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## **Section 2**

# **Service Specifications**

### **I. Introduction**

#### **A. Overview, purpose or need**

The Oahu Intake Service Center (OISC) is soliciting a service provider to provide Independent Housing in the community as an alternative to detention separate for adult male and adult female defendants who are homeless or do not have an acceptable home placement and are transitioning from the Oahu Community Correctional Center to the community.

Independent Housing is intended as transitional housing until the defendant obtains employment or other stable income and appropriate housing. These defendants require less services and their programming needs can be served through community resources. The Oahu Intake Service Center pretrial officer who supervises the defendant will assist the defendant to obtain these services.

#### **B. Planning activities conducted in preparation for this RFP**

The Request for Information (RFI) orientation meeting was held on September 12, 2007 and attended by one provider. The RFI meeting resulted in no written questions.

#### **C. Description of the goals of the service**

Independent Housing placement is intended as transitional until the defendant obtains stable income or employment and appropriate housing. Residency will be funded for sixty (60) days maximum, unless the Contract Administrator approves an extension of funding requested by the supervising OISC pretrial officer and service provider. The goal of the placement is to move the defendant from transitional to independent living arrangements.

#### **D. Description of the target population to be served**

1. Pretrial adult male and adult female detainees who are not considered to be a flight risk or a danger to the community.
2. Pretrial detainee who has been assessed and recommended for Supervised Release. The service provider will accept defendants according to the referral guidelines established to ensure

appropriate defendants are placed based their level of risk and needs.

**E. Geographic coverage of service**

Independent Housing shall be provided on Oahu.

**F. Probable funding amounts, source, and period of availability**

- G.** The funding available for services under this RFP is approximately \$108,000 for FY2008 and \$108,000 for FY 2009.

**II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

1. Service provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the Federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with a criminal justice population.
5. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
  - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
  - b. The qualifications and experience of the organization in providing services for other related state programs in the past.

- c. Description of the activities performed to date and accompanying statistical data.
- 6. Monitor participants' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
- 7. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Sanitation, Health Care, etc.).

**B. Secondary purchaser participation**  
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: No planned secondary purchases.

**C. Multiple or alternate proposals**  
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**  
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards: Not applicable.

**E. Single or multi-term contracts to be awarded (Refer to §3-149-302, HAR)**

☐ Single term ( $\leq 2$  yrs) ☒ Multi-term ( $> 2$  yrs.)

Contract terms:

Initial term of contract: Initial time of contract for a 24 month period December 1, 2007 to November 30, 2009 or the commencement date stated on the notice to proceed.

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds beyond June 30, 2008; satisfactory performance of the provider to scope of services herein; and upon prior mutual agreement in writing.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Marc Yamamoto  
Planning, Programming and Budget Office  
Department of Public Safety  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814  
Phone (808) 587-1215 Fax (808) 587-1244

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. Provide separate independent housing for male and female pretrial defendants for up to 60 days during which time the Oahu Intake Service Center Pretrial Officer will assist the defendant to obtain employment or other income, and stable housing.
2. Meet state and county zoning and permit requirements.
3. Ready for habitation.
4. Proximity and easy access to public transportation.
5. Daily documentation by staff of defendant's continued residence.
6. Agency policy and procedure manual or an equivalent document to include:
  - a. Resident rules and regulations including a no illegal drug policy
  - b. Personnel policy (Hiring practices to include statewide criminal background checks)
  - c. Resident grievance policy and appeal process
  - d. Examples of sign in and out logs
  - e. Resident records
  - f. Written emergency plans that are reviewed and updated annually. Plans shall be communicated to all employees and residents and be conspicuously posted in the facility.

7. Meet with OISC pretrial officer as needed to discuss any unusual incidents or events that have serious internal or external ramifications or that may attract the attention of the general public and/or news media. Copy of the incident report shall be maintained in the resident's records.
8. Report all violations promptly to OISC pretrial officer; provide written report outlining any situation that caused disciplinary action to be taken against the defendant.
9. If termination is recommended, state reason in a written termination report.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

Due to the defendants under this contract being under the jurisdiction of the Department of Public Safety, the service provider shall employ staff that is suitable to deal with population. The service provider or sub-provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of service provider's staff and sub-providers in writing. The Department of Public Safety shall agree to changes to staff and/or sub-providers in writing.

**2. Administrative**

- a. Service provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The service provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

**3. Quality assurance and evaluation specifications**

The Department's Intake Service Center Division Administrator will monitor the service provider's compliance with the service specification mandates and evaluate the services performed. The Intake Service Center Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviation from the

service specifications. Prior to such suspension of the contract by the Administrator, the service provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Intake Service Center Division Administrator shall determine reasonable time.

#### **4. Output and performance/outcome measurements**

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Total number of defendants referred for independent housing.
- Number of defendants accepted into independent housing.
- Number of defendants terminated from the independent housing due to misconducts (violation of house rules).
- Number of defendants terminated due to criminal offense.
- Length of stay per referral.

Long term measures of success include recidivism rates and adjustment in the community. However, service providers will not be evaluated on measures that occur outside of the contract period.

#### **5. Experience**

Service Provider shall provide a detailed description of its qualifications, experience, and track record in providing social and residential services to the community in general and criminal justice populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a provider operating a clean and sober type facility.
- c) List of experience as a service provider providing housing to criminal justice population;
- d) List of prior contracts with the public sector in providing housing and discussions of any problems or difficulties encountered in prior contracts;
- e) Success provider has had in recruiting and retaining quality staff; and
- f) Provider's current financial statement and any financial audits completed in the last three years.



**6. Coordination of services**

The applicant must demonstrate experience in working collaboratively with criminal justice agencies.

**7. Reporting requirements for program and fiscal data**

Service provider will be required to submit:

- a) Operational activities, progress and problems.
- b) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- c) Report of any knowledge of criminal activity by a defendant whether potential or actual, to the Department in accordance with agreed upon procedures.

**8. Pricing structure or pricing methodology to be used**

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

**9. Units of service and unit rate**

The Unit of Service and Unit rate shall be based on price per bed per day based on an estimated 8 male and 2 female beds and price per bed day in the community. Requests for occupancy guarantees are negotiable.

The bed day rate for community placement will be contingent on availability of funds also from unused bed days from the over-all program annual budget of \$108,000 as set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

**10. Method of compensation and payment**

Payment to the provider shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last day for the month.

#### **IV. Facilities**

The Service Provider shall provide a description for pretrial male and female facility(s) and site that will be used to meet separate independent housing placement for pretrial male and female defendants.

# **Section 3**

## **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### I. **Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing residential services to the community in general and criminal justice populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a service provider operating a residential program;
- c) List of experience as a service provider providing services to criminal justice population;
- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts;
- e) Success service provider has had in recruiting and retaining quality staff; and
- f) Service provider's current financial statement and any financial audits completed in the last three years.

The applicant must demonstrate experience in integrated case management with employment, substance, mental health, and other social service agencies.

### **B. Experience**

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

- 1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
- 2. The qualifications and experience of the organization in providing services for other related state programs in the past.
- 3. Description of the activities performed to date and accompanying statistical data.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

**III. Project Organization and Staffing**

**A. Staffing**

**1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, and proposed placement capacity.

**2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization**

**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervisions. (Include position title, name and full time equivalency). Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all tasks to be completed, related work assignments, responsibilities and timelines schedules. Applicant shall include a complete description of activities proposed to provide independent housing for pretrial defendants. This section include, at a minimum, the following:

1. Applicant's philosophy;
2. Components are specified in section 2;
3. Description of record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of on-site monitoring of the defendants.

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization-Wide Budget by Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits

SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

### **B. Other Financial Related Materials**

#### **Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

**VI. Other**

**Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.



# **Section 4**

## **Proposal Evaluation**

# **Section 4**

## **Proposal Evaluation**

### **I. Introduction**

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### **II. Evaluation Process**

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

### **Evaluation Categories and Thresholds**

<b><u>Evaluation Categories</u></b>		<b><u>Possible Points</u></b>
<b><i>Administrative Requirements</i></b>		
<b><i>Proposal Application</i></b>		
Program Overview	0 points	<b>100 Points</b>
Experience and Capability	60 points	
Project Organization and Staffing	25 points	
Financial	15 Points	
<b>TOTAL POSSIBLE POINTS</b>		<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certificate of Liability Insurance

##### Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. Experience and Capability (60 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- |           |  |                      |
|-----------|--|----------------------|
| <b>A.</b> | <b>Necessary Skills</b>  | <b><u>10 pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.</li> </ul> | <hr/> <hr/> <hr/>    |
| <b>B.</b> | <b>Experience</b>  | <b><u>10 pts</u></b> |
|           | <ul style="list-style-type: none"> <li>• Three (3) years of experience of providing services to the criminal justice offenders.</li> </ul>           | <hr/>                |

<b>C. Quality Assurance and Evaluation</b>	<b>10 pts</b>
<ul style="list-style-type: none"> <li>Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.</li> </ul>	_____
<b>D. Coordination of Services</b>	<b>10 pts</b>
<ul style="list-style-type: none"> <li>Demonstrated capability to coordinate services with other agencies and resources in the community.</li> </ul>	_____
	_____
<b>E. Facilities</b>	<b>20 pts</b>
<ul style="list-style-type: none"> <li>Adequacy of facilities relative to the proposed services.</li> </ul>	_____
	_____

**2. Project Organization and Staffing (25 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

<b>A. Project Organization</b>	<b>15 pts</b>
<ul style="list-style-type: none"> <li>Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.</li> </ul>	<b>10 pts</b>
<ul style="list-style-type: none"> <li>Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and task.</li> </ul>	<b>5 pts</b>
<b>B. Staffing</b>	<b>10 pts</b>
<ul style="list-style-type: none"> <li><u>Proposed Staffing</u>: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.</li> </ul>	<b>5 pts</b>
<ul style="list-style-type: none"> <li><u>Staff Qualifications</u>: Minimum qualifications (including experience) for staff assigned to the program.</li> </ul>	<b>5 pts</b>

**3. Financial (15 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: **PSD 08-ISCD-07**

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Certificate of Good Standing			<b>X</b>	
Certificate of Compliance (LIR #27)			<b>X</b>	
Certificate of Insurance	Section 1, RFP		<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview .....</b>	<b>1</b>
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<b>A.</b>	Staffing.....	7
	1. Proposed Staffing .....	7
	2. Staff Qualifications .....	9
<b>B.</b>	Project Organization .....	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery .....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
<b>C.</b>	Organization Chart	
	Program	
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<b>D.</b>	Performance and Output Measurement Tables	
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<b>E.</b>	Program Specific Requirements	